



July 25, 2011

Dear Goldmine Hill Owner:

Following a public comment period and a July 20 adoption by the Board of Directors, enclosed is your newly revised rules and regulations and fees & fines schedule of the Association.

The Board took great care and consideration in revising these governing documents to reflect the realities and special needs of the community and property. We hope that you feel the same.

Please keep the rules and fees & fines schedule together with your important homeowner documents as they will be required when you sell. If you have a tenant or roommate, please provide them with a copy for review.

If you have any questions or concerns about the new rules or the revised fees & fines, please contact me at (415) 401-2055 or at Leppstein@citiscapesf.com. Thank you.

Best regards,

Lori Eppstein
Property Manager

Enclosures: Rules & Regulations 2011
Fees & Fines Schedule



RULES AND REGULATIONS

Final Approved Copy

Adopted July 20, 2011 by the GMH Board of Directors

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Introduction

A condominium complex is a small neighborhood with its own local government. We depend on each other to contribute to a common good and to act with consideration to each other. The purpose of these Rules and Regulations is to ensure a safe and pleasant environment and to maintain a quality standard of living at Goldmine Hill (GMH) for all residents. These rules supplement, enhance and may also *(for emphasis)* repeat topics found in the **Covenants, Conditions, and Restrictions (CC&R's)**

The *Rules and Regulations* that govern Goldmine Hill were developed by a committee of owners and adopted by the Goldmine Hill Homeowners Association (GMH HOA) Board of Directors and updated by subsequent Boards.

To ensure compliance with the *Rules and Regulations*, the Board of Directors authorizes the Property Manager to cite owners or residents who violate them. Such citation may lead to a fine in the amount listed in the *Fees and Fines Schedule*, copies of which are available at the GMH office and on the Web site (www.gmhhoa.org). Owners are responsible for the payment of their own fines and those caused by their guests, tenants, or contractors.

Please take time to read the Rules and Regulations and keep them handy for reference.

1. Responsibilities and Relationships

- A. **Enforcement:** Complaints regarding violations of the CC&R's or these Rules and Regulations should be made to the office, preferably in writing, including the name, address, and phone number of the person making the complaint and as much detail as possible about the problem. Rule enforcement rigorosity is at the discretion of the Board of Directors. The property manager does not establish the Rules and Regulations, but acts on behalf of the Board of Directors of the GMH Homeowners Association in conjunction with the *Grievance Procedures* document and *Fees and Fines Schedule*, adopted by the board, copies of which are available at the GMH office and on the Web site (i.e., www.gmhhoa.org). Alleged violations of city, state, or federal laws should be reported to police.
- B. **Homeowners** are responsible for payment of Association dues and special assessments and for interior maintenance of their units including appliances, windows, fireplace, patio or balcony. Everyone should also keep their garage or carport space clean and clear except for transportation vehicles. Homeowners are responsible for complying with all provisions of the CC&R's and Rules and Regulations and are liable for the actions of their tenants, guests, and contractors. Homeowners elect the Board of Directors and vote on proposed amendments to the CC&R's
- C. **Directors** are *volunteers* elected by the homeowners. Directors meet *as the Board* to elect officers, approve the budget, and set policy and procedures within the framework of the CC&R's, including the *Rules and Regulations*. This **Board of Directors** hires a Property Management service, approves Association contracts, and oversees the general operation and maintenance of the Association and its property. Individual directors or officers do *not* have any authority to act for the Association except as specifically authorized by a Board decision. Homeowners interested in serving as directors when there are vacancies or an election are invited to state their interest and qualifications in writing to the board as explained further under "Topic 40 - Voting and Elections Rules", article 5. Volunteers are always needed and welcome.
- D. **Committees** are made up of volunteers who serve to advise the Board of Directors and the Property Manager on particular areas of interest to the Association or to carry out specific tasks. Committees are established and dissolved and members appointed and removed by the Board of Directors that also determines responsibilities, authority, and budgets for the committees. The Architectural Committee is the only committee mandated by the CC&R's. Individuals interested in serving on a committee should state their interest to the Board of Directors. Volunteers are always needed and welcome.
- E. **The Property Management Company** is hired by and reports to the Board of Directors. The Property Management Company in turn provides a **Property Manager** who hires and supervises contractors and employees. The Property Manager oversees the day-to-day operations and maintenance of the Association's business and property.
- The Property Manager is the primary contact between residents and the Homeowners Association.
- F. **Staff Employees** assist the Property Manager in the day-to-day operations and maintenance of the Association's business and property according to their job descriptions and responsibilities assigned by the Property Manager and may or may not be direct employees of GMH. A key position among these employees is the...

Facilities Engineer: (sometimes called the Office Manager or Onsite Manager). This person reports to the Property Manager and helps run the day-to-day operations of the GMH office, personally performs certain maintenance tasks on buildings, structures and related systems such as boilers, elevators, pool pumps, filters, etc. This person also coordinates activities of contractors and vendors working on the property. Historically, GMH has directly employed a full time Facilities Engineer.

- Staff employees are not permitted to do work for an individual homeowner during their regular working hours.
- Staff employees are instructed not to take directions from homeowners, directors, or committee members. They will, however, forward requests for work to be done or report problems to the Property Manager.

- G. **Renters** are responsible for complying with all *Rules and Regulations* and the CC&R's. They are *not* responsible for paying Association dues or assessments, and they do *not* have voting rights in the Association. They may serve on committees at the Board's discretion.
- H. **Contractors or Vendors Onsite:** To insure efficient, professional relationships with contractors and vendors hired by the Association or by a homeowner:
- I. Residents should rely on the Property Manager and/or staff to oversee and coordinate contractor or vendor time on our property. For example, a Cable TV installer needing access to the garage.
- The Property Manager and the office staff should be notified of the appointment time at least 2 business days in advance to ensure coordination and access to the facilities as required, and to alert security if needed.
 - All visits should be scheduled during normal Goldmine Hill staff hours unless other arrangements have been made and approved in advance.
 - Residents should not interact directly or interfere with any contractors/vendors working onsite for the Association. If residents want to comment on or have questions about onsite contractors or vendors' purposes, methods, or conduct, they should direct their questions or comments to the Property Manager or the Homeowner Services Representative of our Property Management Company.

Also, see the sections of the rules regarding construction and contractors/vendors.

- J. **Insurance:** The Association carries property and liability insurance covering the buildings, common areas, employees, and directors. Detailed information about the Association's insurance coverage is available to homeowners from the Homeowner Services Representative. Individual homeowners and renters are advised to purchase private insurance to protect themselves and their property. The Association insurance does not cover damage to individual units or damage caused by one unit to another, such as from water leaks.

2. Moving In or Moving Out

- A. **Costs:** When there is a change of residence, the Board sets a move-in/move-out charge. This covers related costs such as new mailbox and doorbell labels, reprogramming front door entry, Association Staff involvement, etc.
- B. **Times:** All moves should take place between 8:00 a.m. and 6:00 p.m. Monday through Saturday. Moves are allowed on Sundays or holidays with prior Board approval. The Board may levy a fine for moves during other times that are not authorized in advance.
- C. **Damages and cleaning:** Residents moving in or out of the complex are responsible for keeping halls, elevators, lobbies, walkways, landscaping, and other common areas clean and/or protected from damage. Residents are responsible for damages caused by their movers. Owners will be assessed for any necessary repair or cleaning.
- D. **Entry doors** should not be left unattended if propped open. Wedges should *never* be placed in the hinge portion of the doorframes because doing so can damage the door.
- E. **Ceilings:** Movers are warned not to disturb the asbestos in the hallway ceilings.
- F. **Elevator Use:** Residents have priority for use of the elevators. Elevators shall be used only as required and shall not be turned off either needlessly or for long stretches of time.
- G. **Moving Vans:** For safety, very large or very heavy trailer-trucks, generally over 38 feet in length, should be parked and loaded or unloaded on the street, not the driveways or the courtyard fire lane. Such large moving vans are difficult to maneuver, and there is a high risk of damage to the buildings, bridges, landscaping, etc. Very heavy vans also risk cracking the courtyard or driveway pavement.
- H. **Driveways:** Movers may not block residents from using the driveways while loading or unloading.
- I. **Fire Lane Posts:** When posts are removed for reasonably smaller, lighter trucks and loads to gain access to the courtyard fire lane, the posts should be replaced as soon as the vehicle has left.
- J. **Advance Notice:** Homeowners must notify the office at least five (5) business days prior to any move-in or move-out (including moves of their renters).

3. Homeowner Construction

- A. **Areas Affected:** No homeowner or resident may alter exterior, common, or load-bearing walls, electrical, plumbing or gas systems, or undertake major reconstruction of a unit without prior approval of the Board of Directors.
- B. **Permits:** Owners must obtain proper city permits as required for construction work.
- C. **Noise:** Homeowners shall notify the GMH office and neighbors at least 48 hours in advance of any construction that will involve noise and the expected duration of the noise
- D. **Dirt and Damage:** During construction, the owner is responsible for keeping halls, elevators, and lobbies clean and protected from damage. All debris produced during construction shall be removed by the contractor or owner, not left on the property or placed in the trash. Violators are subject to a fine and assessment for damages.

- E. **Utility Shut-offs:** Construction that involves utility shut off shall be coordinated with the GMH office, and all affected neighbors shall be notified at least 48 hours in advance. These shut-offs should be kept to a minimum.
- F. See also "Topic 39, Architectural Rules"

4. Contractor/Vendor Rules

These rules govern all activity by both vendors and contractors while on the premises of Goldmine Hill. They are enforced for the safety of residents and protection of the Goldmine Hill property. All contractors shall abide by these rules and are responsible for making themselves as well as their staff aware of them.

- A. **Hours:** Normal hours of work for contractors are from 8:00 a.m. to 6:00 p.m., Monday through Saturday, except office holidays. Work scheduled for other hours or days requires approved by the Property Manager or Facilities Engineer.
- B. **Legitimacy:** All contractors that work on Goldmine Hill (GMH) property shall be licensed and bonded.
- C. **Insurance:** All contractors shall provide General Liability Insurance and Workman's Compensation Insurance for their own staff and shall be able to provide verification thereof.
- D. **Disturbances:** Contractors or their workers shall not disturb residents by engaging in unprofessional behavior, for example, unnecessary yelling or profanity. All workers shall be appropriately attired (including safety gear) and should *not work* under the influence of illicit drugs or alcohol while on GMH property.
- E. **Damages:** Any damages caused by a contractor or sub-agent shall be reported to the association staff as soon as possible.
- F. **Damage Charges:** The owner shall be held liable for damages caused by negligence of the contractor, sub-contractor, or their employee. Damages may include but are *not limited* to broken doors, stained or soiled carpet, damage to elevators and trash chutes.
- G. **Vehicles:** No vehicles may be left parked and unattended blocking building easements and entrances on GMH property without permission from management. Any post that is removed to gain access shall be replaced as soon as the vehicle has left.
- H. **Work Storage:** No tools, parts, equipment, or supplies will be stored on the property (in common areas) without approval of association staff.
- I. **Entry doors** should not be left unattended if propped open. Wedges should *never* be placed in the hinge portion of the doorframes because doing so can damage the door.
- J. **Ceilings:** Contractors are warned *not* to disturb the asbestos in the hallway ceilings.
- K. **Solicitation:** Business solicitation by contractors is *not* permitted on association property.
- L. **Elevator Use:** Residents have priority for use of the elevators. Elevators shall be occupied only for loading and unloading of supplies and equipment and shall not be turned off either needlessly or for long stretches of time.

- M. **Arrival Notification & Keys:** Contractors shall check in at the Association office upon arrival each day, and they shall sign out building or unit keys (if applicable). Keys must be returned to the office before leaving each day.
- N. **Roofs and Utilities:** Roof access and utility shut-off shall be coordinated between the contractors, neighbors and association staff at least 48 hours in advance.
- O. **Staff Requests:** Contractors shall comply with reasonable requests from the association staff.

5. Reporting Damages

Residents noticing any inoperative common area equipment or property damage should report it promptly to the GMH office or the management company.

6. Locks and Keys

- A. **Lockouts:** If you are locked out of your own unit, you must call a locksmith at your expense. The office does not have keys to your unit.
- B. **Association Access to Owner Units:** If entry into a unit by GMH personnel is required to perform repairs or maintenance or for access to common area property, the owner or resident should either be present or leave keys with the office. If leaving keys, they shall sign a written disclaimer that the Association is *not* responsible for any compromise to their unit.
- C. **Lost Keys & Re-keyed Buildings:**
 - 1. **Unit Keys:** If a resident loses their unit keys along with information identifying the address, especially by robbery, the resident should have the locks on their unit changed as soon as possible.
 - 2. **Building Keys:** If a building key is lost or stolen along with information identifying the address, the Association office should be notified promptly. If the office is not open, leave a message. The building locks may have to be changed. If so, that resident is responsible for the cost of changing the locks and for replacement keys for that building: **one key for each registered occupant plus one spare key per unit, except in the following case:**
 - 3. **Stolen Keys:** If the keys were stolen and a police report was filed, the Association will cover the costs of changing the building locks and keys.
- D. **Replacement Key Delivery:** New building keys are issued to all residents presenting identification in person at the office. The Association Staff will not deliver replacement keys to non-resident owners. Offsite owners must pick up keys in person or arrange to have the keys picked up and delivered to the location of their choice. This can be done through the services of UPS, FedEx, messenger, or some other form of delivery at the homeowner's expense.
- E. **Extra Keys:** Common area keys are stamped "do not duplicate". Residents may purchase additional keys to their building for a fee at the office.
- F. **Access to Other Buildings:** Owners may temporarily sign out a key to any building other than their own to inspect other common areas of the property.

- G. **Leaving Your Unit Keys at the Office:** If service personnel need to enter your unit when you are not at home, the office will hold keys for you. However, you must provide a written statement and disclaimer that the Association is *not* responsible for any compromise to your unit.

KEYS WILL NOT BE RELEASED WITHOUT SIGNED AUTHORIZATION.

VERBAL AUTHORIZATIONS CANNOT BE ACCEPTED.

7. Rented/Leased Units

- A. If an owner rents or leases his/her condominium, such owner shall provide in writing to the Association at least five (5) business days prior to the move-in/move-out:
1. The name(s) and number of tenant(s) and the Unit # rented or leased.
 2. The current address and contact phone number of the legal owner.
 3. A statement signed by the tenant(s) that states they have received and read a copy of the CC&R's and Rules and Regulations and that they agree to comply with them.
- B. Any lease or rental agreement between an owner and a tenant of his/her condominium must include provisions that violation of the CC&R's or *Rules and Regulations* of Goldmine Hill by tenants could result in early termination of the lease or agreement.
- C. The owner of each unit, *not* the tenants, is responsible for the payment of Association fees and will be billed for these fees.
- D. Owners are responsible for their tenants' damage to association property.
- E. During any period when a tenant is in possession of an Owner's Unit, the Owner is not entitled to use the recreational facilities of the Property (*per CC&R's 7.11*).
- F. Owners must also notify the office at least five (5) business days prior to a renter's move-in/move-out.

8. Smoking

- A. Smoking is *not* permitted in interior common areas, including the garages or within the pool enclosure or any other exterior common area that is designated by the Board and posted with "No Smoking" signs.
- B. Residents should not discard any ashes or burning material, including cigarettes, out of windows or onto the ground and shall dispose of them in proper containers such as ashtrays.

9. Bulletin Boards, Posting Notices

Lobby bulletin boards are primarily for official GMH Association use. Any other postings must have the approval of the Goldmine Hill office.

10. Solicitation

Solicitation by anyone within the Goldmine Hill complex is forbidden. If you encounter a solicitor, please notify the office immediately so that the appropriate action may be taken.

11. Asbestos Removal

Asbestos in the unit ceilings (Bldgs. A, B, C, D, F, G, H) may only be removed by an EPA approved and licensed contractor. Violation of this rule will result in a \$500 fine after providing the owner with 15 days' notice and a disciplinary hearing before the Board of Directors in accordance with Section 3.2(B)-(C) of the CC&Rs.

12. No Commercial Use

No part of the complex shall be used for commercial use by any resident, except as provided in the CC&R's.

13. Mail and Package Delivery

The association office will accept packages or mail on behalf of the residents. The office will not accept or sign for other deliveries or give out parcels to anyone other than the addressee without prior authorization. Due to the lack of space in the office, all packages should be picked up promptly. I.D. may be required.

14. Cable and Satellite TV

Goldmine Hill is wired for both Cable TV and Satellite TV, and there are master satellite dishes on each building. Contact the Property Manager or office for more details. Interested renters must request this service through the homeowner. Owners may not install individual satellite dishes without board approval.

15. Signs

Signs, posters, flags, and banners may be displayed in an owner's windows. The Association prohibits signs and posters that are more than nine square feet in size and flags and banners that are more than 15 square feet in size. No signs may be posted in the common areas. Political signs may be posted 120 days prior to an election and must be removed within seven days after the election.

16. Balcony and Patio Areas

- A. No one should stand on or place very heavy weight on the metal balconies that are outside some unit bedrooms. These small balconies are mainly decorative and are not designed to support much weight beyond a few small flowerpots. Heavier weights can damage the balcony anchors and lead to water leaks inside the walls as well as collapse of the balcony.
- B. Balcony and patio areas shall not be painted, altered, remodeled, or structurally altered in any manner without prior approval of the Board of Directors.
- C. Balcony and patio areas shall be kept neat and clean. Ordinary decorative outdoor items such as flowerpots are acceptable, but no area should ever become a junk pile, eyesore, or result in any homeowner complaints.
- D. No trash or rubbish shall be kept within patios.
- E. No permanent lighting of any kind shall be attached to any balcony or patio area unless approved by the Board of Directors.
- F. Clothes, laundry, or similar items should not be hung outside the buildings, including balconies and patios. No exterior clotheslines should be attached or used in any of the common areas.
- G. All barbecuing and cooking shall be confined to metal devices designed for such use and are permitted only within patio areas, not balconies. Barbecuing is allowed at official Association sponsored barbecues.

17. Hazardous Household Wastes

Materials such as paint, solvents, pesticides, batteries, asbestos, electronic waste (such as old computers, TVs, printers, cell phones, fluorescent lamp tubes, and bulbs), and used oil should not be put in the GMH garbage chutes, trash dumpsters, or poured down storm drains.

San Francisco provides for safe, free disposal of hazardous household wastes. Contact the GMH office for disposal locations and details.

18. Garbage

- A. All garbage (including kitty litter) should be bagged and tied such that it will fit down the garbage chute without jamming the chute and causing a major mess.
- B. No volatile or highly flammable materials should be put in the chutes. See the topic above on Hazardous Wastes.
- C. Boxes should be broken down, flattened, and placed by the recycle bins; not put down the garbage chute where they can easily cause a jam.
- D. No trash or rubbish shall be kept within patios, hallways, or other common areas.
- E. Large items such as furniture should not be placed in the garbage bins. Special arrangements must be made to pick them up. Residents may contact Sunset Scavenger Recology to make one free curbside pick up a year of large unwanted items.

19. Flushable Sewer Items

Residents are warned to not flush things down the toilets that might clog the sewer lines. Examples of items that have clogged sewers in the past: paper towels, feminine napkins, kitty litter, rice and teabags.

If a clog is traced to your unit you will be billed for all costs involved, including any overflow damages caused to neighbors' units.

20. Discarded Items

No unwanted items should be left in common areas as free give-a-ways. You may post an approved notice on the bulletin boards instead.

21. Dangerous Materials

No resident shall store any explosive or highly corrosive substances in or on any portion of the complex, including garages or carports. This rule does not apply to components of transportation vehicles such as fuel tanks or batteries.

22. Parking

- A. Vehicles parked on the property (not the street) must be registered with the office to obtain a parking sticker that should be displayed in the lower right hand corner of the windshield. Homeowners will be issued up to two stickers (one which is for their assigned parking space) if they reside in the complex. Renters are entitled to only one sticker for their assigned parking space only.
1. All parking spaces on Goldmine Hill property are assigned parking except spaces 1 through 10 at the office lot. The number and location of these spaces may be modified by the board at any time, and any changes will be clearly marked. There is no visitor parking on Goldmine Hill property. Unauthorized vehicles may be towed away at the owner's expense.
 2. Authorized vehicles with permits may park in the office lot for no more than 48 hours after which they may be cited. If not removed within 24 hours after being cited, the vehicle may be towed.
 3. GMH employees will be issued parking permits.
- B. There is no parking permitted in any driveway or fire lane.
- C. No owner or guest shall use any parking area that is reserved for the use of any other resident without the prior consent of that resident.
- D. The garages and carports are for transportation vehicles only: the storage of any other material may violate city of San Francisco and state fire codes. Small items related to vehicle maintenance or space cleanliness, such as vehicle covers, oil drip pans, kitty litter spread over oil drip areas, are permitted at the discretion of the board.
- E. Residents shall observe all rules the Association has established for parking facilities including, but not limited to, speed limitation, directional arrows, and signs.

23. Parking Areas & Vehicle Maintenance

The CC&R's section 7.2 disallows " repair of motor vehicles anywhere on the property, except to change a tire." For purposes of enforcement and to make clear that residents may do basic routine maintenance on their vehicles without moving them to the street:

- A. This defines "repair" in CC&R 7.2 to mean major or messy work on a vehicle involving significant disassembly of the engine, transmission, body or other major components, such that it creates a nuisance or ongoing eyesore for other residents.
- B. Minor maintenance work is permitted, provided it is done neatly, cleanly, reasonably quickly, and within the confines of the resident's assigned parking space without inconveniencing, annoying or threatening other residents in any way, or negatively affecting any private or common area property.

24. Pets

Pet owners are warned that the Association may place poison to control our rodent population, and traps to catch skunks, rodents and other small wild animals on the property.

- A. Animals within the complex are limited to a reasonable number of typical household pets, which are to live in a resident's unit. No animals shall be kept, bred, or raised for commercial purposes. All city ordinances relating to pets apply.
- B. Door stickers that alert emergency personnel to the presence of pets in the unit may be purchased from the GMH Office and may be placed in the approved location on the door.
- C. Dogs and cats should be registered at the Association office. More than two birds or any bird kept outside a cage or any fish tank exceeding 25 gallons should also be registered. Up to two birds kept in cages and aquatic creatures kept in smaller aquariums need not be registered.
- D. Pets outside a resident's unit shall be under the resident's direct control, (leash or voice). Any resident failing to comply will be subject to penalties and other appropriate legal actions if necessary.
- E. Pets shall be kept out of planted areas of the property to protect landscaping, to avoid creating an odor nuisance, and for the protection of the pet.
- F. Pet owners shall immediately pick up and dispose of (*in a sanitary manner*) all solid pet waste deposited on the streets, sidewalks or other common area grounds; liquid waste shall be cleaned from walkways and parking areas.
- G. Cat litter shall be placed in tied plastic bags and disposed of within the Association dumpsters.
- H. Residents are responsible for ensuring that their pets do not disturb or annoy other residents.
- I. Animals shall *not* be permitted in the pool or pool area, per California Health & Safety Code under Section 65531.
- J. The length of time that a pet may be left alone in a resident's unit shall be appropriate in light of the needs of the individual pet. In general, dogs should not be left alone on a regular basis for more than nine hours and other pets for more than 24 hours.

25. Guests

Owners or tenants shall inform their guests of Rules and Regulations that may pertain to them. Residents assume full responsibility for their guests.

26. Swimming Pool and Spa

- A. For safety, please do not bring glass to the pool.
- B. An adult shall supervise children under 18.
- C. There is no lifeguard on duty.
- D. There is a limit of two guests per resident who shall accompany them. However, a resident may give written authorization for unaccompanied use by a guest.
- E. The pool, spa, and adjoining area cannot be reserved for parties.
- F. City health code requires showering before use of the pool or spa.
- G. Animals are not permitted in the pool or pool area, per California Health & Safety Code.

27. Clubhouse and Billiard Room

- A. The recreation room in the clubhouse may be reserved for private use by contacting the Goldmine Office. A deposit and rental fee is required. A separate fee is required for private use of the billiard room.
- B. Billiard and table tennis equipment may be checked out from the office for 24 hours. If the office is closed when the billiard equipment is due to be returned, it should be returned the next time the office is open. A refundable deposit to be set by the Board is required for the billiard room equipment.
- C. Billiard tables and surfaces are to be protected. Sitting on or lying on tables is prohibited.
- D. In the event people are waiting to play pool, a limit of 30 minutes will be observed.
- E. Clubhouse property cannot be removed from the clubhouse.

28. Fire Alarms

- A. In the event of fire or gas leak, use a hallway pull-switch to activate the fire alarm and exit the building using the stairs, not the elevator. Call the Fire Department at 911 from another building – the pull-switches and the building alarms are *not connected* to the Fire Department!
- B. If the alarm sounds, a hall or stairway smoke detector or pull-switch has been activated. Quickly but safely exit the building, using the stairs, not the elevator. **Do not assume a false alarm**—hesitating may cost you your life. Re-enter only when the Alarm Response Committee or Fire Department has determined that it is safe.
- C. Only members of the Alarm Response Committee who have been properly trained may turn off the alarm system.
- D. Do not tamper with the fire alarm buzzer in your unit as this may disable the entire alarm system, endangering lives. Contact the office if you have questions or problems with the alarm system.

- E. City code requires properly located and functioning smoke detectors in each unit. These battery-operated units are *not connected* to the central alarm system. For your safety, test and replace the battery regularly. Contact the office if you have questions or problems.

29. Roof Alarms & Roof Access

- A. No resident may go on the roofs except in case of an emergency or for maintenance or repair purposes when accompanied by staff. Since the roof is part of the Common Area and a work area, the GMH staff members do not need to inform the 3rd floor residents prior to being on the roof for repair and maintenance according to Sections 3.7 and 6.2(A) of the CC&Rs.
- B. Alarms are located on the roof doors to detect intrusion. If a roof alarm sounds during business hours, the office should be called.
- C. Alarm Response Committee volunteers may reset alarms at night to maintain peace, but shall *not* investigate rooftops because they are not police officers.

30. Additional Safety and Security Measures

- A. If there is any indication of an emergency, please call the police at **911**. Anyone calling police should make note of the time and advise the office as soon as possible, so the staff can follow up and determine what response was made.
- B. Please let the office know if you are going away for more than three days and if you will have visitors in your unit during that time.
- C. Please do *not* open the entry doors for anyone that you do not know. Solicitors are *not* permitted in any building.
- D. Keep your door locked, including the deadbolt, at all times. Residents with roof-side windows or patio doors are advised to keep them locked, or secured if partly open, at all times.
- E. It is against fire safety regulations to prop the front door or hallway doors open.
- F. Please check to see that entry doors close behind you. Notify the office if they are *not* closing properly.
- G. Report any suspicious persons, burglary, or security incident to the office and/or the police. The office keeps a log of security incidents.
- H. Please let the office know of any burned-out lights in the buildings and hallways, faulty locks, or lost keys.
- I. Do *not* leave garage door opener or keys in your car. Thieves take them during break-ins. Please let the office know if door keys or openers are stolen.

31. Landscaping

- A. Only a professional landscaping or tree service contracted by the Homeowners Association shall do cutting and trimming. No resident shall cut, trim, or interfere in any way with trees, bushes, shrubs, or other landscaping. The Board of Directors will levy a fine for such violation.

- B. Written requests for landscaping work or tree trimming may be made through the Landscape Committee for recommendation to the Board for action.
- C. Residents shall not request the landscaping contractor to perform any specific work such as planting items.

32. Birdseed Feeders

Birdseed feeders are not allowed because they attract rodents. Hummingbird feeders are allowed.

33. Welcome Mats

Welcome mats are not permitted in the common hallways because they can interfere with emergency personnel and violate Fire Department regulations.

34. Common Area Electric Outlets

Residents may use common area electric outlets for minor, occasional purposes provided that they:

- A. Notify the Property Manager beforehand in order that we may make sure that the intended use will be safe.
- B. Take care to not create a safety hazard or leave anything connected and unattended for over 1 hour.
- C. Residents may not use common area electric outlets to charge an electric vehicle.

The association may charge a reasonable fee to cover any extra utility bill cost.

35. Year-end Holiday Decorations

- A. Year-end holiday decorations may be placed on the inside of condo unit windows, even if they are visible from the outside whether or not curtains are drawn.
- B. Decorations are permitted to be placed on the outside of condo unit doors, as long as they are safely secured by temporary holders that do not alter, damage or change the door in any way.
- C. All year-end holiday decorations are to comply with general safety and fire hazards.
- D. Year-end holiday decorations are permitted from Thanksgiving Day through January 6 of the following year.

36. Laundry Rooms

Laundry rooms may be used at any time except for E / F buildings where the laundry rooms share a common wall with residential units. Therefore, the hours of operation for the E / F laundry rooms are from 8:00 a.m. to 10:00 p.m.

37. Noise & Quiet Hours

Residents shall not make or permit any disturbing noises in their units or elsewhere on the premises, including balconies and patios. Radios, televisions, alarm clocks, stereos or musical instruments shall not be played so as to disturb neighbors between the hours of **10:00 PM and 6:00 AM**. Residents shall not operate vacuum cleaners, dishwashers or other noise producing appliances during those hours.

38. Noise Complaint Policy

Many noise problems can be easily solved by a friendly talk with your neighbor, but occasionally a problem is so severe that additional measures are necessary. The following procedure is designed to offer residents experiencing noise problems with their neighbor(s) a swift and easy solution to the problem, while also providing the resident(s) accused of violating the GMH Noise Policy a forum to respond and/or refute the accusation. The fine schedule for noise complaints is separate from any other fine schedule. (Copies of the *Fees and Fines Schedule* are available at the office and the GMH web site).

Any resident with a noise complaint should:

- A. Notify the resident in violation of the Noise Policy immediately, either in person, or in writing.
- B. The following day, the resident initiating the complaint should notify the Property Manager, either by letter or email, and list the date, time and description of the noise violation, as well as what action was taken. The resident in violation of the Noise Policy must have been contacted and made aware of the problem before the Property Manager is informed.
- C. The Property Manager will respond to the resident's complaint by forwarding a copy of the GMH Noise Policy and notifying the resident in violation of the Noise Policy that there is now a written record of the complaint on file. A description of the fine schedule for future violations will be attached to the GMH Noise Policy. If the resident in violation of the Noise Policy is a tenant, the owner of the unit will also be notified. The Property Manager will send this response within forty-eight hours of receipt of the complaint.
- D. If there is a second occurrence, the process outlined in step "B" above is repeated: the Noise Policy violator is notified, followed by written notification to the Property Manager. In addition, after a second violation and any subsequent violations, an increasing fine will be levied according to the fine schedule.

Any resident who has a formal noise complaint lodged against them and believes they have not violated the GMH Noise Policy are encouraged to contact either the property management company or the Board of Directors to discuss the matter.

39. Architecture Rules & Remodeling

A. Windows

1. The Association is only responsible for common area windows. Windows are the responsibility of each homeowner (per CC&R's 2.2.A). This includes the window casements, interior windowsills and trim, and the metal frames and glass.
2. The resident is responsible for cleaning exterior and interior of windows.
3. All window treatments visible from outside shall be white or off-white in exterior color.
4. Doors and windows may not be painted or covered by foil, cardboard, decals or other similar materials without the prior written consent of the Board.

B. Hard Flooring

The CC&R's Section 6.3 states where and when hard flooring materials can be used in a unit. For example, the CC&R's allow hard flooring to be installed if a medical condition requires it. For this exemption, the homeowner shall present to the Board a letter from a physician that states hard flooring is required because of the medical condition. Any hard flooring installation shall include insulation for sound. The Architecture Committee will advise the homeowner about types of insulation and hard flooring materials, methods of attachment, etc.

C. Routine Alterations Inside Units

Owners wishing to replace windows shall follow the specifications on file in the office, notify the office, and use an approved contractor with a current license and current insurance. Upon the Architecture Committee review and approval of the proposed project, the application will be deemed approved.

The Architecture Committee may establish guidelines for other specific types of alterations or renovations. The homeowner is required to submit plans and specs to the Architecture Committee as stated in the CC&Rs section 6.5a. If the Architecture Committee finds that the request meets the standards of CC&R's 6.5 C, the application will be deemed approved.

D. Non-Routine Alterations

Owners wishing to make alterations involving common walls, ceilings and floors, plumbing, and electrical work shall submit plans and specifications to the Architecture Committee as stated in the CC&R's section 6.5-A and shall be subject to a review by the Architecture Committee as well as by the full Board.

40. Homeowner's Insurance

- A. Each owner shall obtain and maintain a policy of fire and casualty insurance providing multi-peril coverage for the owner's personal property. The owners are encouraged to obtain coverage for improvements and betterments added to their units since the time of original construction because the Association's master policy does not cover such improvements and betterments.

- B. The owners are also encouraged to obtain insurance to cover the personal property of their tenants or to require their tenants to obtain their own property insurance because the Association's master policy does not cover such personal property.
- C. The owners' insurance policies shall contain a waiver of subrogation rights against the Association.
- D. Each owner shall also obtain and maintain insurance covering his/her personal liability. The Association recommends that the owner's personal liability and public liability policy have limits of not less than one hundred thousand dollars (\$100,000) for each occurrence.
- E. E. Owners must provide evidence of insurance annually to the Association but there is no responsibility of the Association to assure compliance with this provision.
- F. F. The fine for not maintaining the policies described above will be \$5,000 (the equivalent of the HOA's deductible) after the owner receives 15 days' notice and a disciplinary hearing before the Board of Directors in accordance with Section 3.2(B)-(C) of the CC&Rs.

41. Voting and Election Rules

These Voting and Election Rules were adopted by the Board on June 27, 2006 and are intended to comply with the requirements of Civil Code section 1363.03(a). These Rules shall be effective as of July 1, 2006, shall supersede any other voting rules of the association, and shall remain in effect until modified by the board.

Article 1 – Media

1.1 Access to Association Media –Candidates for the Board. The Board may but is not required to make association media (i.e., posting on the association's official bulletin board/notice board/kiosk, official website, publication in association newsletter or newspaper, or other notices mailed or delivered by the association to the owners or the Units) available to qualified candidates running for election to the Board for purposes that are reasonably related to the election in which that candidate is running. If the Board allows any candidate access to association media, then all qualified candidates shall be allowed equal access to the same media.

1.2 Access to Association Media –Other Matters. If the Board utilizes association media to advocate a point of view on any matter (other than election of directors) that requires member approval, or allows any member access to association media for that purpose, then all members advocating a different point of view shall be allowed equal access to the same media. The Board shall not be required to allow access to more than one member advocating the same point of view.

1.3 "Equal Access". "Equal access" shall mean publication of written statements not to exceed a predetermined number of words. The Board shall not edit or redact any statement, but shall not be required to publish any statement that exceeds the predetermined length restrictions.

1.4 Responsibility for Content. All statements published in association media pursuant to the “equal access” rules must identify the author or proponent. No anonymous statements will be permitted. The author and/or proponent of any statement or point of view shall be solely responsible and liable for the content of their statements. The association shall not be responsible or liable for the content of any statement published pursuant to the “equal access” rules. Statements on behalf of candidates for election to the Board shall be limited to personal statements by the candidate concerning the candidates’ qualifications to serve on the Board.

Article 2 – Meeting Space

2.1 Access to Common Area Meeting Space –Campaigning by Candidates for the Board. The Board shall ensure that during a campaign all qualified candidates for election to the Board are given access to common area meeting space, at no cost, for purposes reasonably related to their campaigns.

2.2 Access to Common Area Meeting Space –Other Matters. Whenever the Board places a matter before the members which requires member approval, the Board shall ensure that members advocating a point of view on the matter are given access to common area meeting space, at no cost, for purposes reasonably related to advocating their point of view, whether or not they agree with the point of view advocated by the Board on the matter at issue.

Article 3 – Voting By Secret Ballots

All voting by the members shall be conducted by secret ballot using a “double envelope system” as described in Civil Code section 1363.03(e). The ballot and envelopes shall be mailed or delivered to the members entitled to vote in the vote or election.

Article 4 – Inspectors of Election

4.1 Appointment of Inspectors. Whenever there is a membership vote or election, the Board shall appoint one or three inspectors of election.

4.2 Qualification of Inspectors of Elections. Inspectors may be any persons the Board reasonably believes to be independent with respect to the matter or matters being voted on and may include the association’s manager, accountant, or legal counsel or members of the association, but may not be a member of the Board or a candidate for election to the Board or a family member of a current member of the Board or of a candidate.

4.3 Indemnification of Inspectors; Liability Insurance. Inspectors of election shall be deemed to be agents of the association for purposes of Corporations Code section 7237 and shall be entitled to indemnification by the association to the fullest extent provided by law. As provided in Corporations Code section 7237(i), the association shall have the power to purchase and maintain insurance on behalf of any agent of the association against any liability asserted against or incurred by the agent in his or her capacity as an agent of the association or arising out of the agent’s status as such, whether or not the association would have the power to indemnify the agent against such liability under the provisions of Corporations Code 7237.

Article 5 – Candidates For The Board

5.1 Qualification of Candidates. Candidates for the Board must be members in good standing who have not been declared of unsound mind by a final order of court or been convicted of a felony (Corporations Code section 7221(a)). “Member” means a person who holds legal title to the property (i.e., is named in the deed for the property).

5.2 Nominations. The Board shall publish or post a notice recruiting candidates for the Board and stating the deadline for receipt of nominations. Any member who satisfies the qualifications may place his or her name in nomination for the Board by giving written notice to the Board before the published deadline for receiving nominations. In addition, the Board may appoint a nominating committee to nominate qualified candidates.

Article 6 – Member Voting Rights

6.1 Qualification for Voting. Only members in good standing shall be allowed to vote. A member shall be deemed to be in good standing unless, after notice to the member and an opportunity for hearing, the Board has found the member to be not in good standing and has so notified the member in accordance with Civil Code section 1363(h). As long as any co-owner of a unit is not in good standing, no vote shall be permitted for the unit.

6.2 Voting Power of Each Membership. Only one vote shall be cast for each unit. Once a ballot is received by the inspector of election, it may not be rescinded. Cumulative voting is not permitted in the election of directors.

6.3 Election by Acclamation. If, as of the published deadline for receiving nominations, the number of qualified candidates for election to the Board is not more than the number of directors to be elected, then the qualified candidates shall be declared elected and written notice of the election shall be given to the members.

6.4 Proxies. As defined in Corporations Code section 5069, “proxy” means a written authorization signed by a member or the member’s attorney-in-fact giving another person or persons power to vote on behalf of such member. In any election or vote of the members conducted by the association, only official ballots issued by the association shall be counted as votes. Proxies are not ballots and are not valid as votes in any election or vote conducted by the association.

